



COVID-19 Emergency Operations Center

SOP No: MS-145

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Standard Operating Procedure Whiteboards on Room Doors

Subject: The Use of Whiteboards on Room at Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the benefit and usage of whiteboards on patient room doors at Medical Shelter sites.

2. Background

Whiteboards on Patient Room doors provide a critical communication point for anyone preparing to engage with each room.

Each room door should have a magnetic whiteboard on the external face of the door. This whiteboard will be used to communicate the following, along with a date:

- **Open / Clean** – This designation confirms that the room is sanitized and available for occupancy. Room can be entered with only a surgical mask as PPE.
- **Occupied** – Room is inhabited by patient and should not be entered by QI personnel without full PPE and only as necessary. Use caution when passing occupied room while door is open.
- **Dirty** – Patient is no longer occupying this room. Do not enter room without full PPE. This room will be scheduled for sanitizing / cleaning.
- **Offline/Clean** – Room requires maintenance attention. If cleaning can be scheduled prior to maintenance, have the room cleaned for maintenance to be conducted without additional risk of covid contamination.
- **Offline/Dirty** – Room requires maintenance attention. If maintenance is required immediately, request an Urgent Sanitization of room prior to any vendors or repairs being conducted, or have clinical assist the outfitting in full PPE to any persons conducting emergency repairs.

3. Procedures

- Updating the Whiteboards
 - OPEN / CLEAN – Site Management will update boards upon post-cleaning room check
 - OCCUPIED - Case Management will update boards to Occupied upon patient admission
 - DIRTY – Case Management will update boards to Dirty upon patient discharge
 - OFFLINE / CLEAN – Site Management will update boards according to Maintenance Status
 - OFFLINE / DIRTY – Site Management will update boards according to Maintenance Status
- Additional Notes for whiteboards
 - Do not write any patient data or CV test status on the doors. This will violate patient privacy. Case Management can utilize colored magnets to indicate and code CV status to assist any personnel interacting with patients.

Example:

- Yellow Magnet = CV-
 - Red Magnet = CV+
 - White Magnet = CV pending
- If patient arrives with a pet, write that data on the board to alert any staff to use caution when opening door.

Example: +1 dog